



P.O. BOX 1000 • BRYAN, TEXAS 77805 • (979) 209-5030

INSTRUCTIONS for TxDOT PERMIT APPLICATIONS

There are three (3) types of TxDOT Permits:

- ***Permit to Construct Access Driveway Facilities on Highway Right of Way*** - used when constructing any drive onto a TxDOT Highway and sidewalks in the right-of-way.
 - ***Notice of Proposed Installation Utility Line on Controlled Access Highway*** - used when installation of utility lines within the TxDOT (one-way traffic) right-of-way. (*e.g. water, sewer lines, etc.*)
 - ***Notice of Proposed Installation Utility Line on Non-Controlled Access Highway*** - used when installation of utility lines within the TxDOT (two-way traffic) right-of-way. (*e.g. water, sewer lines, etc.*)
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The following are steps necessary to obtain a TxDOT Permit:

1. Complete the appropriate form & secure the owner's signature. The permit will be issued to the City of Bryan, therefore, the "To:" portion of the application should be filled out to reflect:

CITY OF BRYAN, ENGINEERING SERVICES
P.O. BOX 1000
BRYAN, TEXAS 77805

2. Each application form should be accompanied by:
 - a. Drawings showing the plan and profile of the work to be performed within the ROW. For access drives, include the proposed grading of the site.
 - b. The appropriate Traffic Control Plan in conformance with the Texas Manual on Uniform Traffic Control Devices for Streets and Highways. We have attached some examples of typical plans.
 3. Submit five (5) copies of the ***entire*** Application Packet to City of Bryan, Engineering Services Division.
 4. Upon review and approval by Engineering Services, the City will deliver the permit application to TxDOT for approval. (TxDOT's review will take about 1 to 2 weeks to process.)
 5. A copy of the Approved Permit will be returned to the Developer.
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The Developer's is responsible for overseeing that the Contractor carries out the following:

- Have a Copy of the Approved Permit at the Construction Site;
 - Adhere to any Conditions submitted for approval and/or indicated as a Special Provision by TxDOT;
 - Notify the Engineering Inspector @ 209-5030, at least 48 hours prior to commencement of work;
 - Use the appropriate Traffic Signing as reflected on the Traffic Control Plan.
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If you have any questions, please feel free to call your Case Planner at 209-5070.